



Procedure

Procedure Number: SNS-QA-P04

Date: 22 February 2000

Revision: 0

Title: Specifications for Equipment and Similar Items

Copies: This document is available on the [SNS web site](#). If you are working with a copy, you should periodically verify that it is the current revision number.

Purpose

To define the process and rules for preparing and approving specifications for the acquisition of equipment and similar items associated with the Spallation Neutron Source (SNS). This procedure implements part of the SNS Quality Assurance Plan, SNS-QA-P01; Criterion 6, Design; and Criterion 7, Procurement.

Scope

This procedure is to be used for the acquisition of equipment that is either designed for highly specialized purposes; requires an unusually high degree of interface between the SNS Project and the manufacturer; is a modified off-the-shelf industry product; requires special testing or inspection; including industry recognized standards for common products; is an identified safety significant or safety class structure, system, or component; or is a component of an environmental system.

Responsibilities

- Level 3 task leader designates the author to prepare the specification and proposes the list of reviewers, which at a minimum should include the lead engineer, a purchasing representative, and the QA representative.
- Engineering designer verifies the specification for completeness and technical accuracy and issues it in accordance with the transmittal process.
- Approvers: See the approval sequence in Appendix A.

Definition

Specifications for equipment or similar items (sometimes referred to as technical specifications) are documents that describe in detail the requirements for equipment, systems, components, parts, or software, and that serve as the technical bases for purchase agreements or contracts.

References

[SNS-QA-P01, SNS Quality Assurance Plan](#)

EP-C-21, Bills of Material (Guide)

EP-C-23, Equipment Data Sheets (Guide)

EP-C-25, Manufacturer's Data (Guide)

K/D-5364, Specification Writer's Handbook (latest edition) (Guide)

SOP-ENG-D.06, Design Document Change Control (Guide)

[Spallation Neutron Source Environment, Safety, and Health Plan](#)

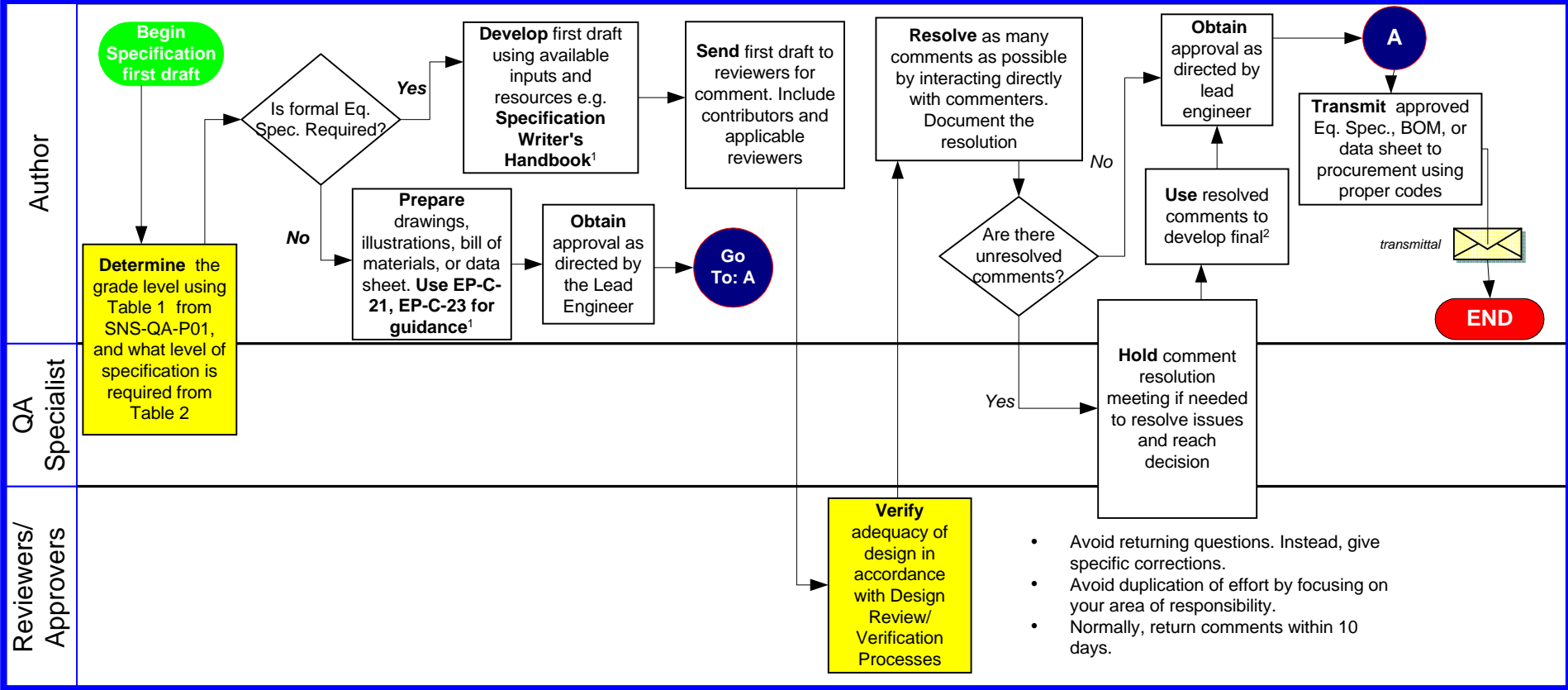
Appendix

A. Specification Development and Approval Process

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Appendix A

Specification Development and Approval Process



Review Guidance

- Invite needed reviewers from technical, functional, or WBS contacts, including QA, ES&H, Operations, and Procurement

Suggested Outline

- Scope
- Description
- Applicable stds, codes, and definitions
- Requirements
- Quality Assurance
- Submittals
- Examination and Testing
- Storage, Packaging, and Shipping Requirements
- Sketches, Data Sheets

Verification Guidance

- Review the Quality Level (Step 1)
- See SNS-QA-P01, Criterion 6, Design

Record of Use (Optional)

This procedure was followed to produce the following:

Document or Item ID	Signature	Date
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¹Obtain a document number from Document Control Center (DCC) - snsdcc@ornl.gov.

²Eq. Spec. and comments should be maintained in project files. Retention will be determined by the Records Plan.

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